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24 September 1953

MEMORANDUM FOR:

SUBJECT: Projected Training Schedules

1. Attached herewith are charts illustrating the various possibilities open to this office in scheduling courses of training.

2. Each of these charts illustrates a principle for scheduling into the future. Until one of these principles is decided upon, the undersigned feels that there can be only ad hoc scheduling. Actually, no scheduling can be made at all until some of the decisions represented in these charts are taken on a policy level. Once that it accomplished, however, it will be relatively simple to phase the course offerings backward into what now exists.

3. In the opinion of the undersigned, a flexible pattern of future course schedulings would be a decided advantage. It would inform the consumer offices of what TR(S) has to offer and when on a long range pattern, thus facilitating their planning. It would obviate the building up of a backlog in the future. Finally, it would allow, on the basis of an already fixed pattern of courses, the scheduling of extra runnings to take care of momentary needs. This latter course of action would be far simpler to project, easier for the consumer offices to operate with, and much easier for administrative and management purposes on the TR(S) side.

Plans and Programs

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